

C7. CHAPTER 7

DISTRIBUTION OF DoD ISSUANCES

C7.1. DoD Directives and Instructions.

C7.1.1. **Distribution to OSD Components.** Automatic distribution of DoD Directives and Instructions is available to OSD Components. OSD Components may be placed on distribution, be removed from distribution, or change existing requirements by completing the DD Form 2590 in this Chapter.

C7.1.1.1. To obtain a copy of a specific DoD issuance, OSD Components should visit the OSD Publications Counter, Room 3B960, Pentagon.

C7.1.1.2. To obtain multiple (more than 3) copies of DoD issuances, OSD Components should address a memorandum, on letterhead, to the OSD Publications Counter, Room 3B960, Pentagon, Washington, DC 20301.

C7.1.2. **Distribution to the Military Departments.** Automatic distribution of DoD Directives and Instructions is available to the Army, Navy, and Air Force offices that are listed on the “Military Departments” pages in this Chapter. These offices receive a maximum of 10 copies of DoD Directives and Instructions for distribution to their Components and, at their discretion, may reproduce additional copies for their Components or fund additional copies by riding the OSD/WHs printing requisitions. The Components of the Military Departments that are not included on the “Military Department” pages in this Chapter should address their requirements for DoD Directives and Instructions to the appropriate office listed below:

C7.1.2.1. **Army.**

C7.1.2.1.1. Army personnel in the Pentagon refer to:

U.S. Army Information Systems Command, Publications Service Counter, ATTN: ASQNS-OP-MO-D, Room 1B928, Pentagon, Washington, DC 20310.

C7.1.2.1.2. Army personnel outside the Pentagon refer to:

U.S. Army Publications and Printing Command, ATTN: ASQZ-NV, 2461 Eisenhower Avenue, Hoffman Building 1, Room 1040, Alexandria, VA 22331.

C7.1.2.2. **Navy.** U.S. Department of the Navy, Navy Directives and Records Management Branch, ATTN: NAVDAC Code 813, Building 200, 1st Floor, 3W South, Washington Navy Yard, Washington, DC 20374.

C7.1.2.3. **Air Force.** Office of the Secretary of the Air Force, ATTN: SAF/AAX, Room 5E122, 1720 Air Force Pentagon, Washington, DC 20330-1720.

C7.1.3. **Distribution to the Joint Chiefs of Staff.** Automatic distribution of DoD Directives and Instructions is available to Components under the Chairman of the Joint Chiefs of Staff offices that are listed in this Chapter.

C7.1.4. **Distribution to the Defense Agencies**. Automatic distribution of DoD Directives and Instructions is available to the offices within the Defense Agencies that are listed on the “Defense Agencies” pages in this Chapter. These offices receive a maximum of 10 copies of DoD Directives and Instructions for distribution to their Components and, at their discretion, may reproduce additional copies for their Components or fund additional copies by riding the OSD/WHs printing requisitions. The Components of the Defense Agencies that require DoD Directives and Instructions should contact the office listed on the “Defense Agencies” pages in this Chapter.

C7.1.5. **Distribution to the Combatant Commands**. Automatic distribution of DoD Directives and Instructions is available to a single office within each Combatant Command. Components under each Combatant Command may obtain DoD Directives and Instructions from the designated point of contact listed in this chapter. If the point of contact does not have a copy of an issuance, the Executive Agent for that Command will supply it. The Executive Agents for the Combatant Commands are as listed below:

COMBATANT COMMAND

U.S. European Command
 U.S. Southern Command
 U.S. Atlantic Command
 U.S. Pacific Command
 U.S. Central Command
 U.S. Space Command
 U.S. Special Operations Command
 U.S. Strategic Command
 U.S. Transportation Command

EXECUTIVE AGENT

Secretary of the Army
 Secretary of the Army
 Secretary of the Navy
 Secretary of the Navy
 Secretary of the Air Force
 Secretary of the Air Force
 Secretary of the Air Force
 Secretary of the Air Force
 Secretary of the Air Force

C7.1.6. **Distribution to DoD Academic Institutions and Joint DoD Components**. Automatic distribution of DoD Directives and Instructions is available to DoD Academic Institutions and Joint DoD Components. Individual offices within DoD Academic Institutions and Joint DoD Components may obtain DoD Directives and Instructions from the designated point of contact listed in this Chapter. Joint DoD Component refers to an organization comprised of two or more of the Services.

C7.2. DoD Publications. DoD publications are not available through automatic distribution, except DoD 5025.1-I (this Index). Specified distribution lists are developed for DoD Publications by the Action Officers. The Military Departments and Defense Agencies may obtain DoD Publications by riding the OSD/WHs printing requisitions. Components of the Military Departments should contact the appropriate office listed in subsection C7.1.2. above, for copies of DoD Publications. Components of the Defense Agencies should contact the appropriate office listed on the “Defense Agencies” pages in this Chapter to for copies of DoD Publications. Components of the Combatant Commands should contact the designated point of contact listed in this chapter or the Executive Agent for that Command for copies of DoD Publications. Some DoD publications are distributed from the Defense Technical Information Center (DTIC) and the National Technical Information Service (NTIS), and the accession numbers for the basic publications are listed in chapter 3 of this Index. Requesters obtaining DoD publications from either DTIC or NTIS should inquire about changes to the publications. The changes may be provided under the same accession number as the basic DoD publication or they may be provided under separate accession numbers. Other DoD Publications may be obtained from the various sources that are listed in the availability column in chapter 3 of this Index.

C7.3. Classified DoD Issuances. Specified distribution lists are developed for each classified DoD issuance by the Action Officer. Inquiries of classified issuances should be addressed to the Action Officer identified in chapters 2 and 3 of this Index. Classified DoD issuances shall not be released without the need-to-know, the written consent of the Action Officer, and the appropriate level of security clearance.

C7.4. Secondary Distribution of DoD Issuances.

C7.4.1. **The Pentagon Library.** Automatic distribution of DoD Directives and Instructions is available to the Pentagon Library, Room 1A518, Pentagon, Washington, DC 20310.

C7.4.2. **The Defense Technical Information Center (DTIC).** DoD issuances are forwarded to DTIC for distribution to authorized registered users. DTIC is located at 8725 John J. Kingman Road Suite 0944, Fort Belvoir, VA 22060-6218. The DTIC accession numbers for basic DoD issuances are listed in chapters 2 and 3 of this Index. DTIC users should query DTIC about changes to DoD issuances. The changes may be provided under the same accession number as the basic DoD issuance or they may be provided under separate accession numbers.

C7.4.3. **The National Technical Information Service (NTIS), U.S. Department of Commerce.** DoD issuances are forwarded to NTIS for sale to the public, including contractors and U.S. Government Agencies. NTIS is located at 5285 Port Royal Road, Springfield, VA 22161. The NTIS accession numbers for DoD issuances are listed in chapters 2 and 3 of this Index. Requesters should query NTIS about changes to DoD issuances. The changes may be provided under the same accession number as the basic DoD issuance or they may be provided under separate accession numbers.

C7.5. Other Distribution.

C7.5.1. **CD-ROM.** DoD Directives and Instructions are available on CD-ROM. OSD Components may be placed on distribution, be removed from distribution, or change exiting requirements for the CD by forwarding a request memorandum, on letterhead, to the Chief, Directives and Records Branch, Room 2A286, Directives and Records Division, Washington Headquarters Services, 1155 Defense Pentagon, Washington, DC 20301-1155. Components of the Military Departments should contact the appropriate office listed in subsection C7.1.2. above, for copies of the CD (Please note that the Military Departments were required to purchase the CD. If a decision was made not to purchase the CD, then the CD may not be available within your particular Military Department). Components of the Defense Agencies should contact the appropriate office listed on the “Defense Agencies” pages in this Chapter to for copies of the CD (Please note that the Defense Agencies were required to purchase the CD. If a decision was made not to purchase the CD, then the CD may not be available within your particular Defense Agency). Components of the Combatant Commands should forward a request memorandum, on letterhead, to the Chief, Directives and Records Branch, Room 2A286, Directives and Records Division, Washington Headquarters Services, 1155 Defense Pentagon, Washington, DC 20301-1155 for copies of the CD. The CD is distributed to DTIC and NTIS for distribution and sale.

C7.5.2. **Internet Home Page.** Current DoD Directives and Instructions are available on the Internet on the Directives and Records Branch home page. The Directives and Records Branch home page Universal Resource Locator (URL) is: <http://web7.whs.osd.mil/corres.htm>.